



Mission Critical Facilities

AUTHORIZED  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES

**SCHEDULE 70, SIN 132-51**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>.

Contract Number:  
**GS-35F-0437Y**

Period Covered by Contract:  
**May 31, 2012 – May 30, 2022**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #**PO-0010** dated **3/23/2018**.

**Pergravis, LLC**  
10012B North Dale Mabry Highway, Suite 109, Tampa, FL, 33618  
813-792-6009  
[www.PERGRAVIS.com](http://www.PERGRAVIS.com)

Business Size: **Small Business**

DUNS: **80-690-5555**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at  
<http://www.fss.gsa.gov>.



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## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**BUSINESS SIZE: Other Small Business**

### **CUSTOMER INFORMATION:**

#### **1.a TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

##### **SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

#### **1.b LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: Refer to Pricelist**

#### **1.c HOURLY RATES (Services only)**

LABOR CATEGORY OR SERVICE	GSA HOURLY RATE (\$) INCLUSIVE OF IFF
Principal	265.56
Program Manager	170.56
Project Manager I	152.56
Project Manager II	125.56
Critical Facilities Engineer I	225.00
Critical Facilities Engineer II	126.50
Site Supervisor	100.91
Senior Consultant	265.56

LABOR CATEGORY OR SERVICE	GSA HOURLY RATE (\$) INCLUSIVE OF IFF
Data Center Specialist I	114.31
Data Center Specialist II	103.81
Cabling Specialist I	100.56
Cabling Specialist II	80.56
Data Center Designer I	190.56
IT Facility Technician I	140.56
IT Facility Technician II	92.56
Coordinator	62.56

**2. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology Professional Services

NOTE TO ORDERING ACTIVITIES: \*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER:** The minimum dollar of orders to be issued is \$100.

**4. GEOGRAPHIC COVERAGE**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

**5. POINT(S) OF PRODUCTION:** N/A

**6. DISCOUNT FROM LIST PRICES:** Prices shown are NET Prices; Negotiated Discounts have been applied and the IFF has been added.

**7. QUANTITY DISCOUNT(S):** None

**8. PROMPT PAYMENT TERMS:** 0% - Net 30 days from receipt of invoice or date of acceptance, whichever is later.

## 9. GOVERNMENT PURCHASE CARDS

- 9.a** Government Purchase Cards must be accepted for payments equal to or less than the micro-purchase threshold for oral or written orders under this contract.
- 9.b** Government Purchase Cards may be accepted above the micro-purchase threshold. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold. Contact contractor for limit. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance:

**813-792-6009**

## 10. FOREIGN ITEMS: N/A

- 11.a TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<b>132 51</b>	<u>Negotiated Between Contractor and Ordering Activity</u>

- 11.b EXPEDITED DELIVERY:** Contact Contractor for availability of expedited delivery.
- 11.c OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor for availability of Overnight and 2-day delivery; additional rates may apply.
- 11.d URGENT REQUIRMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## 12. FOB POINT: Destination

## 13.a CONTRACTOR'S ORDERING ADDRESS

**Pergravis, LLC**  
**10012B North Dale Mabry Highway, Suite 109, Tampa, FL, 33618**  
**813-792-6009**  
**[www.pergravis.com](http://www.pergravis.com)**

## 13.b ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)). These procedures apply to all schedules.

FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**14. PAYMENT ADDRESS**

**Pergravis, LLC**  
**10012B North Dale Mabry Highway, Suite 109, Tampa, FL, 33618**  
**813-792-6009**  
**www.pergravis.com**

**15. WARRANTY PROVISION**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

**16. EXPORT PACKING CHARGES: N/A**

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE**

Government Purchase Cards may be accepted above the micro-purchase threshold. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold. Contact contractor for limit. In addition, bank account information for wire transfer payments will be shown on the invoice.

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A**

**19. TERMS AND CONDITIONS OF INSTALLATION: N/A**

**20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: N/A**

**20.a TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A**

**21. LIST OF SERVICE AND DISTRIBUTION POINTS: Contact Contractor for details.**

**22. LIST OF PARTICIPATING DEALERS: N/A**

**23. PREVENTIVE MAINTENANCE: N/A**

**24.a SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**

**24.b Section 508 Compliance for Electronic and Information Technology (EIT)**

In accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology



(EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), all IT hardware/software/services are 508 compliant.

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): [www.Section508.gov/](http://www.Section508.gov/).

**25. DUNS NUMBER:** 80-690-5555

**26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

## OTHER APPLICABLE INFORMATION

### 1. **LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

### 2. **TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

### 3. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

**REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

#### 3.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**3.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):**** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

### 4. **CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable

by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**5. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

## **6. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaaadvantage.gov>

## 7. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## 8. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not applicable.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## 9. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## 10. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **11. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## **12. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## **13. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**14. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**15. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

## TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

### 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### 2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

### 3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

### 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS --COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## 14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## 15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## 16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

### IT SERVICES DESCRIPTIONS

**FPDS Code 301 – IT Facility Operation and Maintenance:** Furnish project delineation and formulation as required for facilities coordination with regard to design, construction, equipment, communication equipment, maintenance and operations. Include facilities, customer and energy surveys, engineering documentation and drawings, development specifications, design selection, laboratory and facility equipment installation, integration and testing, cable plant design and requirements analysis, cable plant material acquisition and installation, integration and testing, cable plant documentation and drawings, acquisition support and documentation.

### **FPDS Code D302 - IT Systems Development Services:**

Furnish personnel, equipment, and facilities to accomplish database planning and design. Include: requirements analysis, comparative study and evaluation of available database engines, concept development, hardware specifications, database specifications, internet and intranet design, data warehousing applications, database compatibility assessments, recommendations, acquisition support and documentation.

### **FPDS Code D306 - IT Systems Analysis Services:**

Furnish personnel, equipment and facilities to accomplish systems analysis and design. Include: Mission requirements analysis, concept development, Systems requirements analyses and information engineering, Systems specifications, Database specifications, Business Process Re-engineering, Requirements Modeling and Prototyping, User-oriented design, Coding, unit testing, and integration testing, test plans and test analysis reports, hardware specifications, acquisition support and documentation.

### **FPDS Code D310 - IT Backup and Security Services**

Services include analysis and recommendations on disaster recovery, backup and security procedures. Analysis includes database, websites, hardware, server environments and Internet. IT Backup and Security Services.

### **FPDS Code D399 - Other Information Technology Services, not elsewhere classified**

Provide the following services for integration of all current and future hardware and software products:

- Organization development,
- IT management,
- Performance measurements,
- Engineering assessment of new technologies,
- Analyses of hardware and software requirements to implement requirements,
- Migration planning,

- Development of architectures,
- Software design evaluations,
- Interface requirements definition,
- Design support,
- Facilities management and upgrade analysis,
- Asset management,
- Network management

## **LABOR CATEGORY DESCRIPTIONS**

### **1. Principal**

**Minimum General Experience:** Twelve (12) years

**Functional Responsibility:**

- Provides consulting to agency directors and senior managers on implementation of agency wide strategy development, implementation and process technical improvement initiatives. Possesses extensive experience in group collaboration and one-on-one executive coaching to organization leaders.
- Designs, organizes, leads and conducts executive level workshops, seminars, training sessions and facilitation.
- Tailors strategy development, implementation and quality improvement courses and workshops for an agency and its specific needs.
- Designs, organizes, leads and conducts benchmarking and surveys for an organization.
- Creates original and innovative models and techniques to facilitate strategy development, implementation and process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area.
- Manages a team of senior consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.
- Gives lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service.

**Minimum Education:** Master's Degree in Business or Public Administration, and/or a Bachelor's Degree; or equivalent combination of education and experience.

**Required/Supplemental Certifications:** None

### **2. Program Manager**

**Minimum General Experience:** Ten (10) years

**Functional Responsibility:**

- Responsible for overall contract performance, to include substantial program technical support involving multiple project/task orders and personnel at one or more locations.
- Organizes, directs, and coordinates planning and execution of all program/technical support activities.
- Maintains information technology expertise and communications skills to be able to interface with all levels of management.
- Establishes and alters management structure to effectively direct program technical support activities.
- Meets and consults with client management officials regarding the status of a specific program technical activities progress, problems, issue or conflicts regarding resolution.

- Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing program discrepancies, supervising personnel and communicating policies, purposes, and goals to the organization subordinates.
- Schedules and allocates work; provides advice, guidance, and training to subordinates; and recommend/determines personnel actions.
- Plans, directs and coordinates the development of new business to an operational account stage.
- Monitors and reviews costs, operations budgets, schedules and staffing requirements for project team.

**Minimum Education:** Master's Degree in Business, Engineering or related technical field or a Bachelor's Degree; or equivalent combination of education and experience.

**Required/Supplemental Certifications:** None

### 3. Project Manager I

**Minimum General Experience:** Ten (10) years

**Functional Responsibility:**

- Responsible for the successful implementation and delivery of strategic, complex IT/data center/telecom projects, including project plans, level of effort estimates, scheduling, monitoring and progress tracking of projects.
- Allocates work, provides advice, guidance and training to subordinates, and recommends personnel staffing.
- Responsible for program and risk management including strategy, project controls, project plan reviews, risk analysis and mitigation, reporting staffing, and organization development.
- Participates in meetings, as necessary to convey and/or gather information required to perform job functions.
- Supports project staff and/or other trades to complete projects and work orders efficiently.
- Prepares written reports documenting findings and activities.
- Manages a staff of consultants and support staff to implement a technical plan or lead and direct a project team; allocates work among the tradesmen and provides guidance to team members; prepares project schedules.

**Minimum Education:** Master's Degree or a Bachelor's Degree and/or ten years of relevant experience; or equivalent combination of experience.

**Required/Supplemental Certifications:** None

### 4. Project Manager II

**Minimum General Experience:** Five (5) years

**Functional Responsibility:**

- Responsible for the successful implementation and delivery of IT/data center/telecom projects, including project plans, level of effort estimates, scheduling, monitoring and progress tracking of projects.
- Allocates work, provides advice, guidance and training to subordinates, and recommends personnel staffing.
- Responsible for risk management including strategy, project controls, project plan reviews, risk analysis and mitigation, and staffing.
- Participates in meetings, as necessary to convey and/or gather information required to perform job functions.
- Supports project staff and/or other trades to complete projects and work orders efficiently.
- Prepares written reports documenting findings and activities.

- Most often works independently, but at times, supports Project Manager I in complex IT/data center/telecom project execution.
- Manages a staff of consultants and support staff to implement a technical plan or lead and direct a project team; allocates work among the tradesmen and provides guidance to team members; prepares project schedules.

**Minimum Education:** Bachelor's Degree and/or five years of relevant experience; or equivalent combination of experience.

**Required/Supplemental Certifications:** None

## 5. Critical Facilities Engineer I

**Minimum General Experience:** Ten (10) years or demonstrated equivalent capability

**Functional Responsibility:**

- Responsible for commissioning, maintaining and repairing critical IT/data center/telecom facility systems to ensure reliability and performance.
- Performs all critical IT/data center/telecom system service tasks including, but not limited to:
  - visually inspects equipment including connections (input, output, internal), subassemblies, wiring harnesses, contacts, cables and major components;
  - checks of air filters for cleanliness;
  - checks module(s) and its component for any sign of damage, discoloration, swelling or leaking;
  - logs of voltage and current meter readings;
  - checks all nuts, bolts, screws, and connectors for tightness and heat discoloration;
  - checks fuses on the capacitor;
  - tests the operation of the system including unit transfer and battery discharge;
  - calibrates all electronics to system specifications;
  - installs or updates systems according to Field Service Bulletins (FSB), as necessary;
  - repairs and replaces equipment and components including UPSs, batteries, capacitors, fuses, and control boards;
  - measures and records all low-voltage power supply levels, phase-to-phase input voltage and currents; and
  - diagnosis equipment problems, prepares field service reports and written recommendations according to best practice.
- Participates in on-site coordination meeting with Program Manager, Project Manager, other subcontractors and suppliers.
- Supports in the preparation of written reports documenting findings, recommendations and activities.

**Minimum Education:** Bachelor's degree in a related technical field or equivalent combination of education or experience.

**Required/Supplemental Certifications:** OEM Trained, Certified and Employed.

## 6. Critical Facilities Engineer II

**Minimum General Experience:** Five (5) years or demonstrated equivalent capability

**Functional Responsibility:**

- Responsible for commissioning, maintaining and repairing critical IT/data center/telecom facility systems to ensure reliability and performance.
- Performs all critical IT/data center/telecom system service tasks including, but not limited to:

- visually inspects equipment including connections (input, output, internal), subassemblies, wiring harnesses, contacts, cables and major components;
- checks of air filters for cleanliness;
- checks module(s) and its component for any sign of damage, discoloration, swelling or leaking;
- logs of voltage and current meter readings;
- checks all nuts, bolts, screws, and connectors for tightness and heat discoloration;
- checks fuses on the capacitor;
- tests the operation of the system including unit transfer and battery discharge;
- calibrates all electronics to system specifications;
- repairs and replaces equipment and components including UPSs, batteries, capacitors, fuses, and control boards;
- measures and records all low-voltage power supply levels, phase-to-phase input voltage and currents; and
- diagnosis equipment problems, prepares field service reports and written recommendations according to best practice.
- Participates in on-site coordination meeting with Program Manager, Project Manager, other subcontractors and suppliers.
- Supports in the preparation of written reports documenting findings, recommendations and activities.

**Minimum Education:** Bachelor's degree in a related technical field or equivalent combination of education or experience.

**Required/Supplemental Certifications:** Third-party Trained and Certified.

## 7. Site Supervisor

**Minimum General Experience:** Three (3) years

**Functional Responsibility:**

- Assists the Project Manager in the delivery of IT/data center/telecom projects by supervising and coordinating the on-site activities during project initiation through completion.
- Participates in meetings, as necessary to convey and/or gather information required to perform job functions.
- Ensures the project is updated weekly for and/or with the Project Manager.
- Coordinates and manages all site activities of site staff, subcontractors and suppliers.
- Communicates, to all site staff, subcontractors and suppliers, the site activities and responsibilities to ensure timely response and delivery of services and product.
- Participates in on-site coordination meeting with Program Manager, Project Manager, subcontractors and suppliers.
- Participates in client meetings as required.
- Supports in the preparation of written reports documenting findings and activities.

**Minimum Education:** Bachelor's degree in a related technical field or equivalent combination of education or experience.

**Required/Supplemental Certifications:** None

## 8. Senior Consultant

**Minimum General Experience:** Ten (10) years

**Functional Responsibility:**

- Provides technical experience in IT systems, critical facility, data center and/or related project experience providing senior level consultation and solutioning.
- Participates in meetings and seminars, as necessary to convey and/or gather information required to perform job functions.
- Provides project vision for execution by program and project management staff.
- Personally involved with client's business and technical requirements, delivering costs savings plans, taking into account the client's business objectives, return on investment (ROI), and long term technical infrastructure growth.
- Provides high level knowledge and leadership in the development of physical infrastructure to support network architecture plans, implementation, migration and future state initiatives based on client organization IT/data center/telecom strategy.
- Evaluates analytically and systematically initiative planning, deficiencies, remediation and related for various communication environments and enterprise-wide or large scale information systems.
- Prepares written reports documenting findings and activities.

**Minimum Education:** Bachelor's degree in computer science or related technical field and or equivalent education or work experience.

**Required/Supplemental Certifications:** None

## 9. Data Center Specialist I

**Minimum General Experience:** Eight (8) years

**Functional Responsibility:**

- Ability to lead discussions surrounding client and business objectives and IT/data center/telecom network infrastructure as related to IT facility infrastructure requirements.
- Consults on critical IT/data center/telecom facility projects.
- Advises on IT hardware, data center designs, configurations, and IT facility operational specifications.
- Analyzes blue prints, schematics, and drawings of data center facilities to determine the most efficient design and configuration of the various operational systems.
- Inspects IT/data center/telecom facilities for the purpose of evaluating conditions, identifying areas of remediation and/or recommending reconfiguration of systems to ensure that these the IT/data center/telecom facility is operating within local/State/Federal and District codes, regulations and specifications.
- Diagnoses hazards or areas of inefficiency in assigned IT/data center/telecom facilities in order to identify the structure, equipment and/or systems needing remediation.
- Conceptually designs or redesigns IT facility/data center and/or its systems to ensure best practice methods are implemented or installed to ensure network systems reliability.
- Participates in meetings and seminars, as necessary to convey and/or gather information required to perform job functions.
- Coordinates with assigned project staff and/or other trades to complete projects and work orders efficiently.
- Prepares written reports documenting findings and activities.

**Minimum Education:** Bachelor's degree from an accredited college or university in computer science, architecture or engineering or equivalent combination of education and experience.

**Required/Supplemental Certifications:** None

## 10. Data Center Specialist II

**Minimum General Experience:** Five (5) years

**Functional Responsibility:**

- Consults and advises on critical IT/data center/telecom facility projects.
- Advises on IT hardware, data center designs, configurations, and IT facility operational specifications.
- Coordinates with assigned project staff and/or other trades to complete projects and work orders efficiently.
- Supports the inspection of IT/data center/telecom facilities for the purpose of evaluating conditions, identifying areas of remediation and/or recommending reconfiguration of systems to ensure that these the IT/data center/telecom facility is operating within local/State/Federal and District codes, regulations and specifications.
- Organizes and prepares collected IT/data center/telecom due diligence for analysis.
- Utilizes CAD for project drawing purposes.
- Prepares written reports documenting findings and activities.
- Participates in meetings and seminars, as necessary to convey and/or gather information required to perform job functions.

**Minimum Education:** Bachelor's degree from an accredited college or university in computer science, or engineering or equivalent combination of education and experience.

**Required/Supplemental Certifications:** None

## 11. Cabling Specialist I

**Minimum General Experience:** Eight (8) years

**Functional Responsibility:**

- Services performed include, but are not limited to, rack level patching, labeling, cable management installation and related cabling activities.
- Conducts and/or participates in meetings and seminars, as necessary to convey and/or gather information required to perform job functions.
- Coordinates with assigned project staff and/or other trades to complete projects and work orders efficiently.
- Serves as a point of contact and responsible party for on-site cabling activities.
- Prepares written reports documenting findings and activities.

**Minimum Education:** Bachelor's degree in computer science or equivalent work experience.

**Required/Supplemental Certifications:** None

## 12. Cabling Specialist II

**Minimum General Experience:** Three (3) years

**Functional Responsibility:**

- Services performed include, but are not limited to, rack level patching, labeling, cable management installation and related cabling activities.
- Supports assigned project staff and/or other trades to complete projects and work orders efficiently.

**Minimum Education:** Associate's Degree, certification and/or related work experience.

**Required/Supplemental Certifications:** None

### 13. Data Center Designer I

**Minimum General Experience:** Twelve (12) years

**Functional Responsibility:**

- Analyzes blue prints, schematics, and drawings of IT/data center/telecom systems to determine the efficient installation of new or upgraded systems.
- Reviews and analyzes IT/data center/telecom critical facility infrastructure design.
- Provides leadership developing complex IT/data center/telecom facility technical solutions for planning, design and engineering studies and analysis.
- Diagnoses causes of critical facility problems or failures in assigned IT facility support systems in order to identify the equipment and/or systems needing remediation.
- Designs or redesigns IT/data center/telecom facility systems to be implemented in assigned projects.
- Participates in meetings and seminars, as necessary to convey and/or gather information required to perform job functions.
- Prepares written reports documenting findings and activities.

**Minimum Education:** Master's degree from an accredited college or university in an engineering discipline.

**Required/Supplemental Certifications:** None

### 14. IT Facility Technician I

**Minimum General Experience:** Eight (8) years

**Functional Responsibility:**

- Assists with the analysis, inspection, diagnosis, installation and remediation of IT/data center/telecom facilities environmental systems.
- Inspects IT/data center/telecom systems for the purpose of evaluating conditions, identifying areas of remediation and/or recommending replacement systems to ensure that the system is operating within local/State/Federal and District codes, regulations and specifications.
- Diagnoses causes of problems or failures in assigned systems in order to identify the equipment and/or systems needing remediation.
- Analyzes systems to determine the efficient installation of new or upgraded network and facility systems.
- Installs and repairs network systems to ensure maximum dependability, safety, and proper energy usage including load balancing, protection coordination, power quality, and power factor.
- Coordinates with assigned project staff and/or other trades to complete projects and work orders efficiently.
- Prepares written reports documenting findings and activities.
- Participates in meetings and seminars, as necessary to convey and/or gather information required to perform job functions.
- Coordinates with assigned project staff and/or other trades to complete projects and work orders efficiently.
- Prepares written reports documenting findings and activities.

**Minimum Education:** Bachelor's degree from an accredited college or university in a related field.

**Required/Supplemental Certifications:**

**15. IT Facility Technician II**

**Minimum General Experience:** Six (6) years

**Functional Responsibility:**

- Assists with the analysis, inspection, diagnosis, installation and remediation of IT/data center/telecom facilities environmental systems.
- Assists with the inspection of IT/data center/telecom systems for the purpose of evaluating conditions, identifying areas of remediation and/or recommending replacement systems to ensure that the system is operating within local/State/Federal and District codes, regulations and specifications.
- Diagnoses causes of problems or failures in assigned systems in order to identify the equipment and/or systems needing remediation.
- Analyzes systems to determine the efficient installation of new or upgraded network and facility systems.
- Installs and repairs network systems to ensure maximum dependability, safety, and proper energy usage including load balancing, protection coordination, power quality, and power factor.

**Minimum Education:** Certificate of Completion from any accredited trade/technical school in a related field.

**16. Coordinator**

**Minimum General Experience:** Six (6) years

**Functional Responsibility:**

- Responsible for tracking IT/data center/telecom project changes, expenditures, labor and materials, and compiling summary reports for executive review.
- Responsible for taking input from the project staff to develop and maintain the detailed schedule, which includes all phases, disciplines, and tasks involved in the IT/data center/telecom project.
- Interfaces with management, clients and project staff to ensure IT/data center/telecom projects flow smoothly.
- Plans and manages contract order tasks.
- Formats and finalizes reports and other deliverables for the project team.
- Prepares and/or edits meeting minutes, presentations and tables.
- Assists in resource allocation to IT/data center/telecom project tasks.

**Minimum Education:**

- Bachelor's degree from an accredited college or university or equivalent experience.

**Required/Supplemental Certifications:** None

**PRICING FOR IT SERVICES**

<b>LABOR CATEGORY OR SERVICE</b>	<b>GSA HOURLY RATE (\$) INCLUSIVE OF IFF</b>
Principal	265.56
Program Manager	170.56
Project Manager I	152.56
Project Manager II	125.56
Critical Facilities Engineer I	225.00
Critical Facilities Engineer II	126.50
Site Supervisor	100.91
Senior Consultant	265.56
Data Center Specialist I	114.31
Data Center Specialist II	103.81
Cabling Specialist I	100.56
Cabling Specialist II	80.56
Data Center Designer I	190.56
IT Facility Technician I	140.56
IT Facility Technician II	92.56
Coordinator	62.56

## USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

### PREAMBLE

Pergravis, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

**POC:** Dominick Rappa  
**Telephone:** 813-792-6009  
**Email:** dominick\_rappa@pergravis.com  
**Fax:** 208-545-2870



BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity                      Date

\_\_\_\_\_  
Contractor                              Date



BPA NUMBER\_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s)\_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);



- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.